



BUILDING MAINTENANCE WORKER II

ELECTRICAL

Are you interested in being part of a dynamic City, where you can truly make an impact? Can you use your journey-level electrical trade skills to maintain and repair City facilities? Then, the Building Maintenance Division may be the place for you!



First Review of Applications:
July 23, 2015

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

The Maintenance Services Division of the Public Works Department is seeking an experienced Building Maintenance Worker to provide maintenance support for all public facilities, such as City Hall, Historic Homes, Fire Stations, Police Department, Recreation facilities and Rental Housing. This position is focused on the area of electrical maintenance.



EXAMPLES OF DUTIES

Electrical Assignment

- Perform maintenance and repair work on building power and lighting systems, sewage and storm pumps and motors.
- Independently install, troubleshoot, repair, service, and maintain equipment and apparatus, including electronic card access control devices and various types of security devices.
- Access, update, and maintain an electronic access database.
- Repair and/or replace electrical parts and/or electronic components in motors, generators, pumps, telemetry controllers, alarm systems, pneumatic systems, boilers and other related equipment and apparatus.

Duties Performed by All Assignments

- Build, assemble, transport, install and/or repair facility furnishings and fixtures.
- Assist Building Maintenance Field Supervisor in coordination of work, requisitioning of supplies and inspection of work performed by contractors; individuals assigned to the HVAC and electrical technical positions lead other trades workers on special assignments and/or projects.
- Provide training and guidance to other trades workers.
- Provide onsite coordination/consultation with and communication to, outside contractors regarding the location and repair of systems and structures bordering the area involved in the contract work.

CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, **and** four years of progressively responsible experience in the operation, maintenance and repair of building electrical systems and components. Highly desirable traits: Building Maintenance work experience in a municipality; experience as a lead worker; and computer skills in word processing and database management.

A valid Class C California Driver's License is required at time of appointment.

The ideal candidate will:

- Possess knowledge of: Generally accepted construction and repair procedures and materials in the area of electrical and related trades/crafts; building maintenance materials and their characteristics as well as the uniform codes (building, electrical) and technology; first aid and OSHA standards of safe work practices and safety equipment; and mathematics up to and including basic algebra.
- Have the ability to: Understand and carry out oral and written instructions; read and interpret plans, specs, blueprints, safety regulations and applicable codes; operate hand held electronic devices and personal computers; evaluate problems or situations and arrive at a logical decision; work independently; work under pressure; prioritize assigned work; identify and correct safety hazards; perform building maintenance work and manual labor; lift and carry objects safely; climb ladders to various heights, learn the operation of a forklift; learn the operation of heavy equipment; work effectively as part of a group; perform tasks in compliance with safe work practices and utilize safety equipment and Personal Protective Equipment as may be required by OSHA standards and the City of Fremont.
- Be skilled to: Properly perform a variety of maintenance and construction activities; operate hand and power tools commonly used in building maintenance; make use of proper lifting techniques; perform work on uneven, sloping, slippery and unpaved surfaces, on ladders, in crawl spaces, indoors and outdoors, with exposure to extremes in noise, temperature, weather and humidity, and in proximity to electricity and mechanical equipment; provide excellent customer service; operate a motor vehicle and other motorized equipment.





Tentative Recruitment Schedule

First Review of Applications: July 23, 2015

Written Exam: August 6, 2015

Performance Exam: August 13, 2015

Oral Board Interviews: August 20 2015

COMPENSATION & BENEFITS

The annual salary is \$63,355 - \$77,005 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,207 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is an Operating Engineers, Local Union No. 3 (OE3) represented position with a probationary period of six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include a written exam, individual and/or panel interviews, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



BUILDING MAINTENANCE WORKER II (ELECTRICAL) - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Building Maintenance Worker II (Electrical) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Building Maintenance Worker II (Electrical) position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing electrical related duties, including: performing maintenance and repair work on building power and lighting systems, sewage and storm pumps, motors and HVAC systems; inspect, install, troubleshoot and evaluate problems; and repairing and/or replacing electrical parts and/or electronic components in motors, generators, pumps, telemetry controllers, alarm systems, pneumatic systems, boilers and other related equipment and apparatus?
 - ☐ None
 - ☐ Less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years to less than 6 years
 - ☐ 6 years to less than 7 years
 - ☐ 7 years to less than 8 years
 - ☐ 8 years or more

2. How many years of professional experience do you have performing general building maintenance related duties, including: building, assembling, transporting, installing and/or repairing facility components; stocking, delivering and inventorying materials; cleaning and maintaining tools, equipment and work sites; and providing training and guidance to other trades workers?
 - ☐ None
 - ☐ Less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years to less than 6 years
 - ☐ 6 years to less than 7 years
 - ☐ 7 years to less than 8 years
 - ☐ 8 years or more

3. How many years of professional experience do you have as a lead worker over other building maintenance staff?
- ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years or more
4. What is your highest level of education?
- ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher
5. How many years of professional experience do you have installing, servicing and maintaining electronic card access control devices and various types of security devices?
- ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years or more